

HEAP EMERGENCY UTILITY ASSISTANCE 2005

WORKSHOPS DAYS: TUESDAY, WEDNESDAY, THURSDAY

8:00 AM or 12:00 PM

Morning workshop clients must sign in 8:00 AM. Due to the high volume of customers and limited room capacity, NO EXCEPTIONS will be made.

Afternoon workshop clients must sign in between 12:00 PM. Due to the high volume of customers and limited room capacity, NO EXCEPTIONS will be made

REQUESTED DOCUMENTS

1) Current / ENTIRE copy of utility bills : GAS AND ELECTRIC

- **BILLS MUST BE COMPLETE (ALL PAGES NEEDED)**
- **BILLS MUST BE FOR A MINIMUM OF 22 DAYS OF SERVICE**
- **FINAL CALL OR SHUT OFF NOTICE**
- **Rental agreement A MUST for CURRENT address /mortgage payment book showing your name and proof of residency. **If receiving SECTION 8, please bring Housing Authority papers showing rent amount. NO RENT RECEIPTS,****

2) Acceptable types of IDENTIFICATION:

- **CALIFORNIA PICTURE I.D. with CURRENT address A MUST**
No brown change of address cards from the DMV, only current printouts from the DMV will be accepted showing current address.
- **SOCIAL SECURITY CARD A MUST**

3) CURRENT proof of income:

- **TANF (AFDC), GR or GA for the CURRENT MONTH**
- **SSI/SS monthly benefits for CURRENT year 2005 proof of income (award letter or bank statement showing amount (s) deposited. NO 1099 forms for prior year's SS/SSI income.**
- **WAGES (check stubs for prior 30 day PAY PERIODS, **NOT PAY DATE**)**
- **Need verification of income for other adults in household. (If he/she is not working they must apply for unemployment providing us with the approval/denial letter).**
- **Income contributions/cash payments should include date, name, address of person giving contributions and MUST be notarized.**

4) CHILD/SPOUSE/INDIVIDUAL SUPPORT

- **CURRENT MONTH print out of prior 30 days monies issued from the District Attorney's office or **SELF-CERTIFIED** signed and dated statement from person providing support. Including his/her address and telephone number.**

CLIENTS ARE SEEN ON A FIRST COME FIRST SERVE BASIS

REMEMBER: THERE IS NO GUARANTEE YOU WILL BE ASSISTED UNTIL YOUR PAPERWORK AND SITUATION ARE REVIEWED. ASSISTANCE IS BASED ON CRITERIA SET BY HEAP STATE REQUIREMENTS, WHICH MUST BE MET BY APPLICANT.